

Kansas Department of Agriculture

Personal Appearance and Dress Code Policy

Purpose:

It is the policy of the Kansas Department of Agriculture (KDA) that each employee's dress, grooming and personal hygiene be appropriate to his or her work situation. It is the responsibility of each employee to use good judgment in the clothing they wear to work and the responsibility of each supervisor to ensure this policy is followed.

Expectations:

1. Employees in the Manhattan and Landon offices are expected to wear professional attire.
 - a. This will be primarily business casual. For men this usually means slacks or khakis, and shirts with collars. For women this usually means dresses, skirts, slacks, capris, or khakis with an appropriate blouse, sweater, or jacket. Business professional attire may be required from time to time based on the work responsibilities of the individual employee. Jeans and business casual shirts will be allowed on Fridays and other days designated by the Secretary.
 - b. Non-professional attire is not appropriate for work including denim jeans of any color, rompers, shorts, skorts, cutoff jeans, t-shirts with or without sayings, skirts that are inappropriately short, tank tops, midriff-bearing shirts, sweat suits, or other gym attire. Employees should use common sense in selecting work attire.
 - c. Office employees who must do "dirty" work-like moving or reorganizing office areas may wear jeans or clothing appropriate to the task. There should be prior permission from the supervisor when those days can be scheduled.
2. Employees in the Agriculture Laboratory and Topeka, Stockton, Garden City, Stafford and Parsons Field Offices are allowed to wear jeans and business casual shirts as outlined in 1a when working at their duty station or in the field. These employees are expected to wear business casual attire when attending meetings or reporting to the Manhattan or Landon offices.
3. Employees working outside the KDA offices in agricultural and or business settings may wear jeans without tears or holes. They should wear business casual shirts as outlined in 1a. These employees are expected to wear business casual attire when attending meetings or reporting to the Manhattan or Landon offices.
4. Hats bearing the KDA logo or a sports team logo may be worn when working in the field. Hats shall not be worn in any KDA office or laboratory.

5. Employees must wear shoes and clothing which are safe and appropriate to perform assigned job tasks. An employee who works in an environment which requires safety apparel or safety equipment is required to make use of it. Employees are responsible for following the dress code. The first offense may result in the employee being sent home to change and being required to use annual leave for that purpose. Progressive discipline may be implemented if a second failure to follow the dress code follows the first.
6. KDA logo clothing is provided by the agency on a recurring basis. KDA logo clothing can also be purchased by employees by contacting Human Resources.



Jackie McClaskey, Secretary of Agriculture

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Date

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